



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
HOUSING PROJECTS MANAGER	31	B	7.651

DEFINITION OF CLASS:

Under direction, the Housing Projects Manager supervises the operation of subsidized rental housing projects located in rural areas of the State to ensure the availability of acceptable, safe, well maintained low-income rental units.

DISTINGUISHING CHARACTERISTICS:

This is a single position class. It is not part of a series. The incumbent reports directly to the Director of the Rural Housing Authority.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Maintains maximum occupancy of all units by interviewing clients and assisting in completing application to determine if client qualifies for subsidized housing according to program criteria; maintains waiting list of all eligible clients and notifies eligible clients of recent vacancies; prepares leases and explains program rules and policies to new tenants.

Provides direction to contract employees engaged in managing the operations of low income housing complex.

Directs and participates in the recertification of tenants currently receiving subsidized housing by interviewing tenant, reviewing all documentation and inspecting apartments to determine tenant's continued eligibility for benefits and/or their rent for the coming year.

Directs the maintenance of all complexes including scheduling needed painting and repairs of vacant apartments and complex grounds and facilities and ordering carpet, drapes, appliances, lawn equipment and cleaning equipment and supplies.

Collects, records and deposits rent and security deposits for apartments. Makes necessary adjustments to records for move-ins, move-outs and transfers and prepares billing to the appropriate federal agency for rental assistance amounts.

Develops and maintains positive tenant relations by resolving disputes and complaints, addressing concerns, providing assistance with fuel assistance and rebate programs and contacting social agencies as necessary.

EXAMPLES OF WORK: (Cont.)

Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

Knowledge of federal and state rules and regulations regarding specific rental/housing assistance program of assigned responsibility.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of public housing laws, rules and regulations. Knowledge of landlord/tenant laws.

Skill in written English sufficient to compose routine business correspondence and to complete applications and reports. Skill in basic mathematical computation to calculate rental assistance amounts.

EDUCATION AND/OR WORK EXPERIENCE:

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Graduation from high school or the equivalent and three years of experience in the management of a medium to small sized low-income rent subsidized housing complexes (10 to 100 units); OR

An equivalent combination of education and experience.

LICENSE:

A valid State of Nevada driver's license or evidence of equivalent mobility.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

ESTABLISHED:	<u>7.651</u>
REVISED:	07/18/86
	07/01/93P
	09/24/92PC